

Westminster Historic District Commission

MINUTES OF MEETING

Wednesday, July 6, 2016

City Hall, 7:00 PM

1. Call to Order

- a. Statement of Authority—The Westminster Historic District Commission derives its authority from Chapter 164, Article 9A of the City Code; which is derived from Md. Code Annotated, Land Use Article, Division 1, Single Jurisdiction Planning and Zoning, Title 8, Historic Preservation. The qualifications of the Westminster Historic District Commission are on file at the City Administration Building, 56 W. Main Street; the file is open to the public.
- b. Roll Call
In attendance were Kristen McMasters, Chair, Dean Camlin, Vice-Chair, Commissioners L. Kevin Wagman, Jane Kacmarski, Greg Goodell and Steven Colella.
City staff: Marge Wolf and Andrew Gray were present.
Guests: Bruce Calvert, Sandy Calvert, and Eileen Churchill were present.

2. Approval of Minutes

Commissioner Wagman made a motion to approve the June 1, 2016 meeting minutes. Vice-Chair Camlin seconded. The motion passed

3. Public Hearings

No public hearings were scheduled.

4. Old Business

- a. **Holiday House Tour (update)** – Mr. Calvert mentioned he purchased a house in Historic Belle Grove Square and is excited to participate in this year's House Tour.

Chair McMasters described what can be expected during the house tour including, food, number of participants, time, and what to do during inclement weather.

The Holiday House Tour post card was discussed including the time on the card.

Mr. Gray updated the Commission on the House Tour and how it is important to select the homes as soon as possible to keep moving forward.

5. New Business

- a. **Pre-Application for TC#16-01 (30 West Green Street)** – Mr. Gray reviewed the staff report on the proposed tax credit. Mr. Gray summarized the staff report which recommended approval of TC# 16-01, with discussion if new kitchen appliances and cabinets were included in the price to determine whether or not these are elective and/or cosmetic renovations.

Mr. Colella described the scope of work. He mentioned the appliances are not included in the quote but the cabinets are. Vice-Chair Camlin said that cabinets should be included in the project to make a consistent interior design.

Commissioner Wagman told fellow Commission members that anything that will be permanent in a renovation should be eligible. Commissioner Goodell mentioned structural work should be included.

Commissioner Goodell made a motion to accept the application as submitted. Commissioner Wagman seconded. The motion passed.

- b. **Post-Application for TC# 14-01 (140 West Main Street)** – Mr. Gray summarized the staff report which recommended approval of TC# 16-01. Mr. Gray explained the City is still waiting on confirmation that the project has been paid in full before issuing the rebate (tax credit).

Vice-Chair Camlin made a motion to accept the application with proof of payment as a conditional approval. Commissioner Wagman seconded. The motion passed.

- c. **Spring Shots for Holiday House Tour (thank you poster)** – The Commission will choose the picture to be included in the House Tour Poster.

6. Commissioner Reports

- a. Commissioner Colella reported that the State Highway Administration will be placing more road signs to identify historic landmarks.

7. Staff Report

- a. Ms. Wolf thanked the Commission for their service to the City during her tenure as City Administrator. Ms. Wolf did want the Commission to remember that 2017 is the birthday of the armory and the Commission should plan a celebration.
- b. Mr. Gray provided reminders on the House Tour. Commissioner Wagman requested Mr. Gray resend the House Tour Timetable to the Commissioners.

8. Public Comment

No public comment

9. Adjournment

Vice-Chair Camlin made a motion to adjourn. Commissioner Colella seconded. The motion passed.

The Commission adjourned at 8:12 PM.